

Administrative Support Assistant, GS-303-6

I. Introduction (Specific Field Station Information Inserted Here)

The incumbent is the principal source of administrative support located in a station with a variety of operational issues such as heavy public use, extensive law enforcement, urban area location, active visitor/training center **AND** relatively uncomplicated budget issues such as a variety of functional areas and transactions, program changes, funding sources, and multiple accounts. Typical, though not all inclusive duties include:

A. Major Duties

As the principal source of administrative support, the incumbent manages the administrative, fiscal, and support services function for the field office and provides administrative support coordination between the field office, Regional Office, and various state and Federal agencies. The work involves, but is not limited to, financial tracking and monitoring, procurement/purchasing, travel, property management, information technology support, employee time and attendance reports, recording and entering personnel actions, and assisting with budget development and execution.

Budget and Finance

Assists in reviewing, compiling, developing and preparing budget cost estimates and justifications to support the programs and activities of the field office. Determines cost structures for procurement and salaries taking into consideration intended usage of funds and purpose of which funds were provided.

Reconciles fiscal reports. Identifies program budget areas, significant deficiencies and areas of imbalance and recommends corrective actions. Enters data into an automated administrative accounting system.

Reviews, monitors and keeps Project Leader advised on the rate of expenditures, recommending adjustments as necessary. Responsible for budget tracking, continual review, monitoring, and overall budgetary process of various resource based funds, maintenance funds, contributed funds, numerous sub-activities, reimbursable funding sources, including 2-year and no-year funding years.

Upon review of historical budget and financial data, incumbent establishes controls on expenditures to ensure allocations are not exceeded and surpluses are identified. Reconciles monthly financial reports in an automated data management system.

Procurement

Within limits of delegated warranted authority, incumbent is responsible for the procurement of all supplies, equipment, services, and repairs. Determines appropriate source of supply (i.e., Open market, GSA Supply Schedule, sole source, etc.). Obtains competitive bids when required, and prepares sufficient justification to support any unusual circumstances pertaining to various procurement actions.

Incumbent has authority to purchase supplies and equipment using Government credit card.

Responsible for procuring, obligating, and ensuring internal control on pay documents. This includes processing, recording, and reviewing transactions in the automated administrative accounting system. Utilizes FFS and is responsible for accurate entry of data into the RDE system.

Human Resources Support

Ensures that required documentation is submitted to the Regional Office for a variety of personnel actions and enters the electronic personnel action request in the integrated personnel/payroll system.

Prepares, maintains, and ensures accuracy of time and attendance reports through the electronic time and attendance system. Coordinates with Regional Payroll Coordinator on payroll problems.

Provides guidance and assistance in personnel matters including health benefits, payroll problems, retirement information, job opportunities, step increases, awards, and training.

Property Management

Conducts the inventory of all nonexpendable property and accountable documents. Initiates transfer and survey documents necessary to reconcile the annual inventory.

Computer Support

Assists the ADP users in resolving problems related to information technology systems. Reviews system operation for actions leading to problems, compares with instructions and technical documentation, identifies problem and takes corrective actions when additional or outside assistance is needed.

Develops and documents new program applications or modifies existing programs for use within the field office (database, spreadsheets, forms, etc.).

Assists and instructs users on standard software and/or application programs tailored to the needs of field office personnel. Investigates and recommends alternative sources of training.

General Office Assistance

Provides fiscal and administrative guidance to field station personnel related to current policies, procedures, and regulations.

Assists employees with Worker's Compensation claims documents, processes and procedures. Ensures absences are appropriately documented and coded in the time and attendance system. This includes assisting employee with filing the proper forms, ensuring the appropriate leave/payment is charged/made to the employee. Serves as the primary point of contact for the Regional Safety Office.

Develops record systems which control the location, arrangement, and use of active files, and systematic retention and/or disposal of records according to established plans.

Maintains reference files of frequently consulted regulations, policies, directives, and other material. Establishes and maintains lists and registers of persons and organizations frequently contacted.

From rough drafts, notes, or oral instructions, prepares correspondence, forms, reports and other documents with a wide variety of technical terminology. Reviews outgoing correspondence for proper spelling, grammar, format and arrangement of material.

Arranges, and prepares informational packets for conferences and meetings. Attends meeting to take notes and prepares reports of meetings for supervisor's information.

Performs other related duties as assigned.

Factors

1. Knowledge required by the position

- In-dept knowledge and understanding of governmental accounting/financial procedures, reporting techniques/requirements and of agency accounting methods. Broad knowledge of the specific operating programs, functions, and objectives for which advice, assistance and guidance is required. Knowledge of budget preparation.
- Knowledge of the mission and functions of the station and its units in relation to the budget, as well as knowledge of the financial systems sufficient to offer advice, assistance, and guidance.
- Knowledge and understanding of governmental procurement, property management, and contracting regulations, policies, and procedures.
- In-dept knowledge of a body of accounting, budget, or other financial

management regulations, practices, procedures, and policies related to the specific financial functions of the position.

- Knowledge of business practices, supply sources, bid solicitation and purchasing policies and procedures.
- Skilled in recognizing critical trends in fund expenditures and in analyzing program accounting data in order to identify in assisting in the preparation of budget data and reports.
- Knowledge of fund accounting, methods, procedures and techniques used in maintaining, balancing and reconciling multiple natural resource accounts, including and understanding of the interrelationships in the budgetary processes with the functions of the station's units to resolve problems in adjusting discrepancies, verifying the accuracy of data, preparing reports, and recommending action.
- Practical knowledge of personal computers, peripherals, operation systems and local area networks sufficient to resolve a wide range of equipment and operating problems, manipulate data, process reports, document changes, and describe problems to vendors or to Information Technology Specialists. Knowledge of applicable systems to offer assistance and training to users.
- Skill in problem solving to be able to recognize critical problems and draw tentative conclusions as to their cause and impact.
- Leadership skills and the ability to provide guidance and training to volunteers and other clerical support staff and the ability to communicate effectively both orally and in writing to accomplish the multitude of diverse tasks relating to the administrative operation of the office.
- Knowledge of personnel (i.e., human resources) support functions to provide information, fill out and assist employees with forms, process payroll records, initiate personnel actions, and enter information into an automated system.

2. Supervisory Controls

The incumbent is under the general supervision of the Project Leader who establishes general policy, priorities and deadlines and indicates any special considerations or unusual requirements.

The incumbent works independently within established procedures. New, difficult, or unusual assignments are usually checked in more detail to determine that instructions were carried out correctly.

Incumbent and supervisor discuss and consult on projects, special Regional Office initiatives and deadlines. Work is reviewed for accuracy and compliance with guidelines and procedures.

3. Guidelines

Guidelines include the Fish & Wildlife Service Manual, the Federal Financial Systems Handbook, Federal procurement regulations, various policy memoranda, as well as specific operating instructions and procedures, many of which are designed by the incumbent. Judgment is necessary in interpreting the guides, deviating from the guides and occasionally developing new guides to cover new or unusual situations.

4. Complexity

The work involves a wide variety of administrative support activities, including financial tracking and monitoring, purchasing, property, computers, payroll, personnel, public contacts, and assisting with budget development and execution. Understanding, interpreting and implementing procurement and fiscal duties is a complex responsibility. The process requires an interrelationship with many disciplines and involves using a wide variety of techniques in their accomplishment.

A high degree of judgment, adaptability, initiative and innovativeness is required in order to perform the work which is varied and requires close attention to detail. Incumbent works under the pressures of time deadlines and changing situations and priorities.

5. Scope and Effect

The purpose of the position to serve as a key member of the staff for administrative procedures/processes which has a significant impact on the success of the field station programs. The analysis, timeliness, reliability, accuracy, recommendations and technical expertise in handling these duties directly influence and impact upon the effectiveness and progress of the programs.

The work facilitates the smooth and efficient operation of the field office, resolves a wide range of administrative problems, expedites output, and contributes to the orderly working environment of the office. The work of the incumbent has a significant impact on the ability of the field office to fulfill the mission of the service.

6. Personal Contacts

Contacts are with the staff at the field station, Regional Office, officials of other Federal, state, and local agencies, as well as with members of the general public, suppliers, and vendors. Incumbent practices courtesy in dealings with all contacts, whether through direct dealing or indirectly through correspondence.

7. Purpose of Contacts

Contacts are made to exchange information, resolve problems, secure services, provide information, suggest new ideas, and seek advice from known sources of information. Occasionally some persuasive skill may be needed.

8. Physical Requirements

The work is sedentary, there is some walking, standing , and bending. The incumbent must be capable of working under considerable pressure dealing with a wide variety of subjects, rules, regulations, and people.

9. Work Environment

The work is performed in an office setting which is adequately lighted, heated, and ventilated. The incumbent is expected to work in a safe and orderly manner so as not to endanger self, co-workers, or property with which entrusted. The employee is required to obtain and wear an official U.S. Fish and Wildlife Service uniform as prescribed in the Service Uniform Policy, Part 041 FW 4 of the Fish and Wildlife Service Manual.